

BMTS

UNIFIED PLANNING WORK PROGRAM and CENTRAL STAFF STAFFING PLAN



2020 – 2021

(April 1, 2020 – March 31, 2021)

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**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY
POLICY COMMITTEE
RESOLUTION 2020-01**

Resolution approving the 2020-2021 BMTS Unified Planning Work Program

WHEREAS the Binghamton Metropolitan Transportation Study Policy Committee has been designated by the Governor of the State of New York as the Metropolitan Planning Organization responsible, together with the State, for the comprehensive, continuing, and cooperative transportation planning process for the Binghamton Metropolitan Area, and

WHEREAS Federal regulations (23 CFR Chapter 1, Part 450, Subpart C, and 49 CFR Chapter VI, Part 613, Subpart B) require that the urban transportation planning process shall include development of a Unified Planning Work Program which shall annually describe all urban transportation and transportation related planning activities anticipated within the next one or two year period, and will document the work to be performed with technical assistance provided under the Fixing America's Surface Transportation (FAST) Act, the Clean Air Act Amendments of 1990, Title VI of the Civil Rights Act of 1964, Section 5303 program, and

WHEREAS the BMTS Policy Committee has created a Planning Committee of technical representatives to advise it on matters concerning the implementation of the urban transportation planning process, and

WHEREAS there has been developed a Draft 2020-2021 Unified Planning Work Program which includes all transportation and transportation-related planning activities to be undertaken by BMTS Central Staff during the period April 1, 2020 through March 31, 2021, and a staffing plan and program budget for those activities, and

WHEREAS public comment has been solicited on the Draft 2020-2021 Unified Planning Work Program, and

WHEREAS the BMTS Planning Committee on February 20th, 2020 approved, by consensus, a resolution recommending approval of the Draft 2020-2021 Unified Planning Work Program and associated grant budgets, finding that it properly addresses the technical planning priorities of the region,

NOW THEREFORE BE IT RESOLVED that the BMTS Policy Committee approves the 2020-2021 Unified Planning Work Program, and

BE IT FURTHER RESOLVED that the BMTS Policy Committee approves the Federal Highway Administration PL Program 2020-2021 budget and the FTA §5303 Program 2020-2021 budget.

CERTIFICATION OF RESOLUTION 2020-01

I, the undersigned, duly elected Chair of the Binghamton Metropolitan Transportation Study Policy Committee, do hereby certify that the foregoing is a true and correct copy of BMTS Policy Committee Resolution 2020-01, adopted by consensus this 27th day of February 2020.



Michael Marinaccio, Chair
BMTS Policy Committee



Date

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY
POLICY COMMITTEE
RESOLUTION 2020-02**

Resolution approving the 2020-2021 BMTS Central Staff Staffing Plan to carry out the 2020-2021 BMTS Unified Planning Work Program

WHEREAS the Binghamton Metropolitan Transportation Study Policy Committee has been designated by the Governor of the State of New York as the Metropolitan Planning Organization responsible, together with the State, for the comprehensive, continuing, and cooperative transportation planning process for the Binghamton Urban Area, and

WHEREAS Federal regulations (23 CFR Chapter 1, Part 450, and 49 CFR Chapter VI, Part 613) require that the urban transportation planning process shall include development of a Unified Planning Work Program which shall annually describe all urban transportation and transportation related planning activities anticipated within the next one or two year period, and will document the work to be performed with technical assistance provided under the Fixing America's Surface Transportation (FAST) Act, the Clean Air Amendments of 1990, Title VI of the Civil Rights Act of 1964, Section 5303 program, and

WHEREAS the BMTS Policy Committee has created a Planning Committee of technical representatives to advise it on matters concerning the implementation of the urban transportation planning process, and a Program & Finance Subcommittee thereof to advise on matters of program administration, and

WHEREAS there has been developed a 2020-2021 Unified Planning Work Program which includes all transportation and transportation-related planning activities to be undertaken by BMTS Central Staff during the period April 1, 2020 through March 31, 2021, and a program budget for those activities, and

WHEREAS the BMTS Unified Operations Plan requires the adoption of a staffing plan to ensure that BMTS Central Staff has the appropriate positions and titles to accomplish the tasks assigned to it in the Unified Planning Work Program, and

WHEREAS a 2020-2021 BMTS Central Staff Staffing Plan has been developed and is fiscally constrained by available resources from the FHWA-PL and FTA §5303 grant programs, and

WHEREAS the BMTS Planning Committee on February 20th, 2020 has approved, by consensus, a resolution recommending approval of the Draft 2020-2021 BMTS Central Staff Staffing Plan,

NOW THEREFORE BE IT RESOLVED that the BMTS Policy Committee approves the BMTS Central Staff Staffing Plan to carry out the 2020-2021 Unified Planning Work Program, and

BE IT FURTHER RESOLVED that under the terms of its host agency contract, Broome County be notified of the BMTS Central Staff Staffing Plan and the requirement to implement it.

CERTIFICATION OF RESOLUTION 2020-02

I, the undersigned, duly elected Chair of the Binghamton Metropolitan Transportation Study Policy Committee, do hereby certify that the foregoing is a true and correct copy of BMTS Policy Committee Resolution 2020-02, adopted by consensus this 27th day of February 2020,



Michael Marinaccio, Chair
BMTS Policy Committee



Date

1. INTRODUCTION

Binghamton Metropolitan Transportation Study (BMTS)

The Binghamton Metropolitan Transportation Study Policy Committee is the metropolitan planning organization (MPO) designated by the Governor of the State of New York and given the responsibility for carrying out the continuous, comprehensive, and cooperative transportation planning process for the Binghamton Metropolitan Area. Decision making authority is held by the BMTS Policy Committee, which includes elected officials of urban area municipalities and representatives of State and Federal transportation agencies. The BMTS Planning Committee provides technical oversight of the BMTS work program, both directly and through its subcommittees, and acts as liaison between the Policy Committee and the BMTS Central Staff.

The BMTS Central Staff is composed of transportation planning and engineering professionals and housed by Broome County government. The New York State Department of Transportation Region 9 Office of Planning and Program Management often plays a key role in advancing metropolitan planning tasks. Participation in the planning process is also extended to technical advisory committees, which are comprised of municipal government officials, representatives of private industry, specialized agencies, and the general public. A more complete description of BMTS can be found in the [Unified Operations Plan](#), which has been updated periodically, most recently amended in 2017.

The current Federal transportation legislation, Fixing America's Surface Transportation Act or "FAST Act", authorizes funding for transportation improvements across the nation. To be eligible to use this funding, metropolitan regions must undertake the metropolitan transportation planning process specified in related federal planning regulations. Under these regulations, metropolitan planning organizations (MPOs) work in cooperation with their states and operators of publicly-owned transit services to annually develop and adopt UPWPs to carry out mandated planning activities.

2. UNIFIED PLANNING WORK PROGRAM

Unified Planning Work Program (UPWP) Priorities

BMTS' 2020-2021 Unified Planning Work Program identifies transportation planning activities that will be undertaken that support and further accomplish the goals, objectives and performance measures established in its Long Range Plan, [Looking Forward 2040](#).

The 2020-2021 UPWP also supports the planning factors set forth in the FAST Act. They provide a framework for transportation planning and development of the MPO Planning area. These factors strive to:

- (1) Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity and efficiency.
- (2) Increase the safety of the transportation system for motorized and non-motorized users.
- (3) Increase the security of the transportation system for all users.
- (4) Increase accessibility and mobility options available to people for freight.
- (5) Protect and enhance the environment, promote energy conservation, and improve quality of life.
- (6) Enhance integration and connectivity of the transportation system, across and between modes throughout the state, for people and freight.
- (7) Promote efficient system management and operation.
- (8) Emphasize the preservation of the existing transportation system.
- (9) Improve system resiliency and reliability and reduce or mitigate stormwater impacts on surface transportation.
- (10) Enhance travel and tourism.

In addition, the 2020-2021 UPWP addresses USDOT Planning Emphasis Areas by advancing the implementation of the FAST Act requirements. BMTS will continue to coordinate with NYSDOT and support NYSDOT's targets for performance measures as required under the FAST Act. BMTS will also work with BC Transit to prepare initial public transportation safety performance targets as required under the FAST Act.

BMTS is an active participant in the New York State Association of Metropolitan Planning Organizations (NYSAMPO). NYSAMPO is a coalition of the 14 MPOs in New York State which have committed to working together towards common goals. NYSDOT, FHWA and FTA are also active participants in the Association. Through this organization, several working groups have been developed that work in partnership to share best practices. BMTS staff participates in the following working groups: Bicycle & Pedestrian, Freight, Geographic Information Systems, Modeling, Safety, and Transit.

Task		Economic Vitality	Safety	Security	Accessibility & Mobility	Environment, Energy Conservation & Quality of Life	Integration & Connectivity	System Management and Operation	Preservation	Resiliency & Reliability	Travel & Tourism
A. 1	General Administration	-	-	-	-	-	-	-	-	-	-
A. 2	Public Participation	-	-	-	-	-	-	-	-	-	-
B. 1	Traffic Monitoring System**	X	X	X	X	X	X	X	X	X	X
B. 2	Transportation Infrastructure Monitoring System		X		X	X			X		
B. 3	Geographic Information Systems (GIS)**	X	X	X	X	X	X	X	X	X	X
B. 4	Binghamton Regional Travel Model Maintenance**	X	X	X	X	X	X	X	X	X	X
C. 1	Long Range Transportation Plan	X	X	X	X	X	X	X	X	X	X
C. 2	Guidelines/Implementation		X		X	X		X			
C. 3	Pedestrian and Bicycle Planning	X	X		X	X	X				X
C. 4	Coord. Public Transit/Human Services Plan Implementation	X			X	X	X				
C. 5	Regional Smart Growth and Sustainability Planning	X			X	X	X			X	
C. 6	NYS DOT Regional Planning Assistance							X			
D. 1	Local Traffic Engineering Assistance	X	X		X		X	X		X	
D. 2	NYS MPO Working Groups	X	X	X	X	X	X	X	X	X	X
D. 3	Road Safety Assessments		X		X						
D. 4	ITS Regional Architecture Update/Maintenance		X	X			X	X		X	X
D. 5	Transit Planning Assistance	X			X	X	X				
D. 6	Transportation Planning Assistance	X	X	X		X	X			X	
E. 1	Transportation Improvement Program	X	X		X	X	X	X	X	X	X
E. 2	Project Development Assistance		X		X			X	X		

Relationship between 2020-2021 UPWP/FAST Act Planning Factors
 ** – Supports all tasks

UPWP Revenues

As stated above, the Unified Planning Work Program identifies the transportation planning activities that are to be undertaken in the BMTS metropolitan planning area during SFY 2020-2021. It also details the administrative activities that are necessary for the completion of those planning tasks. The intent of developing a comprehensive work program is to ensure that a coordinated transportation planning process occurs in the region. The planning activities which are undertaken by BMTS Central Staff are funded by the Federal Highway Administration Metropolitan Planning (PL) program and the Federal Transit Administration §5303 Metropolitan Planning Program, with in-kind match provided by the New York State Department of Transportation and Broome County.

The work performed to complete each item in this Unified Planning Work Program is to be undertaken by either BMTS Central Staff or by a consultant under contract with Broome County and supervised by Central Staff. Included in this UPWP is a program budget, which details how the available funds will be utilized to support the planning activities. This permits the UPWP to act not only as a document to coordinate planning, but also both as a grant application for Federal funds and a management tool for directing staff throughout the year. The required local match to Federal funds is provided through in-kind services delivered by the BMTS Central Staff host agency, Broome County government. These services are primarily administrative, and include a broad range of financial, personnel, and information technology support services. Technical services are periodically provided by the Broome County Department of Planning and Economic Development and the Department of Public Transportation. The delivery of in-kind services as local match is documented in the Broome County Indirect Cost Plan.

The Unified Planning Work Program also includes projects of statewide significance that are being undertaken under the Shared Cost Initiative Program of the New York State Association of MPOs, some of which are partially funded by the FHWA Statewide Planning & Research program.

Accompanying the Unified Planning Work Program is the BMTS Central Staff Staffing Plan. This plan demonstrates to the host agency the number of positions and titles that the BMTS Policy Committee finds necessary to provide the proper capacity and expertise to accomplish that portion of the UPWP assigned to Central Staff. The Staffing Plan is necessarily constrained by the available Federal funding. This UPWP reflects the maintenance of current staffing levels of six professional positions and one support position.

Organization

Tasks contained in the Unified Planning Work Program are intended to support a planning effort which:

1. Implements national transportation policy by meeting the metropolitan planning requirements in *Fixing America's Surface Transportation (FAST) Act (P.L.114-94)*
2. Addresses the emphasis areas of the New York State Department of Transportation that are intended to implement the State's policies for metropolitan transportation planning, and other related policies relevant to transportation as they emerge.
3. Addresses transportation issues specific to the Binghamton metropolitan area as identified by member governments, agencies, or staff. A request for UPWP projects was distributed to all BMTS member governments. Project requests are generally accommodated.

4. Ensures that projects conceived by BMTS to fulfill Federal or State policies or address local issues are progressed in an expeditious, coordinated, and cost-effective manner.

The Unified Planning Work Program is developed annually within the framework of the program established by the Unified Operations Plan. It is developed with the maximum participation of all local officials to ensure that the manner in which it addresses local issues is consistent with the agenda of those officials. Tasks are organized into several major categories to facilitate review and management. These include:

- 1. Program Administration**

This category includes general administration, UPWP development and maintenance, and public participation. Funding is also included to allow staff to participate in professional organizations and attend various workshops and conferences to keep informed and up to date on federal legislation and requirements.

- 2. Transportation Systems Management and Plan Implementation**

This category includes data collection and analysis for our traffic count program, pavement monitoring system, and transit database. This category also includes Geographic Information Systems (GIS) activities and the maintenance and development of the Binghamton Regional Travel Model.

- 3. Long Range Transportation Planning**

The tasks under this category include activities that support the development and revision of the Long Range Transportation Plan (LRTP) and the implementation of projects to help accomplish its goals and objectives. Most tasks are either annual/ongoing activities or projects that tend to take longer to complete.

- 4. Short Range Planning/Special Issue Studies**

This category contains projects that can be completed in a shorter timeframe.

- 5. Project Programming and Development**

The tasks under this category allow for the development and administration of the Transportation Improvement Program (TIP). Assistance to local municipalities for project development is also included in this category.

Public Participation

Federal law for the past two decades has placed a great emphasis on involving the public in the development of transportation plans and programs, and decisions about priorities of transportation investment.

BMTS' Public Participation Plan stipulates a 30-day public review period for the development of the UPWP. The draft UPWP was posted on BMTS' website and sent electronically to all of BMTS' Planning and Policy Committee members on January 20th for review.

3. 2020 – 2021 UPWP TASKS

*NOTE: Task budgets are displayed as \$Federal share [\$Total]

A. PROGRAM SUPPORT AND ADMINISTRATION

1. **General Administration.** Perform administrative responsibilities associated with maintenance of BMTS Central Staff and the accomplishment of the Unified Planning Work Program.
 - Support the activities of the BMTS Policy Committee and Planning Committee.
 - Perform the administrative responsibilities associated with Federal grant requirements, including all fiscal actions.
 - Facilitate the professional development of BMTS Central Staff.
 - Oversee the completion of the 2020-2021 UPWP and the development of the 2021-2022 UPWP.
 - Create and submit necessary reports to comply with Title VI of the Civil Rights Act and the Americans with Disabilities Act. Analyze the Transportation Plan and Transportation Improvement Program with respect to Environment Justice Requirements.
 - Budget: \$114,000 FHWA PL [\$138,000]; \$76,000 FTA §5303 [\$95,000]
 - Schedule: Ongoing, development of 2021 -2022 UPWP will take place during the 3rd (Oct. – Dec.) and 4th (Jan. – March) quarters.
2. **Public Participation.** Fulfill the BMTS Participation Plan. Conduct outreach activities and use visualization techniques as appropriate. This task also includes maintenance of the BMTS website and Facebook pages as well as managing BMTS' Twitter account. BMTS will continue to improve outreach efforts using social networking opportunities as appropriate.
 - Budget: \$1,778 FHWA PL [\$2,152], \$762 FTA §5303 [\$953]
 - Schedule: Ongoing

B. TRANSPORTATION SYSTEMS MONITORING AND INFORMATION MANAGEMENT

1. **Traffic Monitoring System.** Provides for collection of traffic related data, including traffic counts as well as geometric and operational information. This task also includes the adaptive signal study that commenced during the 4th quarter of the 2019-2020 UPWP (carryover project).
 - Budget: \$102,000 (consultant), \$25,000 (staff) 127,000 FHWA PL [\$153,737]
 - Schedule: Ongoing, primary data collection will take place during the 3rd (Oct. – Dec.) quarter. Adaptive signal study will be completed during the 2nd (July – Sept.) quarter.
2. **Transportation Infrastructure Management System.** Provides for collection and analysis of pavement sufficiency data, including visual scoring of non-State Federal aid eligible roadways in the BMTS planning area. BMTS receives bridge sufficiency data from NYSDOT, as well as crash record data. All are used as input for identifying TIP projects.
 - Budget: \$10,000 FHWA PL [\$12,105]
 - Schedule: Ongoing. Pavement sufficiency data collection during 2nd (July – Sept.) quarter.

3. **GIS Development.** Provides for the development of transportation related applications within the BMTS GIS platform, including the maintenance of existing BMTS GIS databases, and the development of new GIS files and applications as additional data is collected by staff or becomes available from other sources. In turn, this GIS data is used as a tool for geospatial analysis to assist in the completion of other UPWP tasks. Additionally, staff provides similar GIS assistance to local municipalities for their transportation planning related projects.
 - Budget: \$42,000 FHWA PL [\$50,842], \$18,000 FTA §5303 [\$22,500]
 - Schedule: Ongoing

4. **Binghamton Regional Travel Model Maintenance.** Provides ongoing maintenance of the model, including updating with new land use, demographic, or transportation data. Staff will continue to update of the Travel Model to include the entire area of Broome and Tioga Counties and add new procedures to the current model.
 - Budget: \$59,933 FHWA PL [\$72,550]
 - Schedule: Ongoing

C. LONG RANGE TRANSPORTATION PLANNING

1. **Long Range Transportation Plan.** (Carryover project) The current BMTS long range transportation plan, *Looking Forward 2040*, was adopted in September 2015. Federal law requires updates on a five-year cycle. To meet the September 2020 deadline, work on the plan update began during the 2018-2019 program year. A consultant was selected and will continue working through the 2nd quarter of this program year to update the plan. Also included are tasks that support the implementation of the of projects to help accomplish the Plan's goals and objectives.
 - Budget: \$75,000 (consultant), \$21,000 (staff) FHWA-PL [\$ 116,211]
\$9,000 (staff) FTA §5303 [\$11,250]
 - Schedule: Ongoing. Completion of LRTP during the 2nd (July - Sept.) quarter.

2. **Complete Street Policy and Design Guidelines.** BMTS adopted a Complete Streets Policy in 2016. BMTS will continue to educate, as well as assist local municipalities in developing and implementing Complete Streets Policies. In order to provide a consistent traveling experience, municipalities are encouraged to adopt similar policies to guide design decisions when undertaking a new construction, reconstruction, paving or pavement striping project by adding multi-modal treatments such as bike lanes, sharrows, sidewalks, or shoulders. BMTS staff will develop and evaluate Complete Streets concepts along chosen major corridors within the BMTS Planning Area and develop strategies for implementation. BMTS staff will also work with Region 9 Planning staff and Region 9 Traffic & Safety staff.
 - Budget: \$20,000 FHWA PL [\$24,211]
 - Schedule: Ongoing

3. **Pedestrian and Bicycle Planning.** BMTS staff facilitates and promotes local efforts to develop and implement bicycle and pedestrian activities and promote increased mobility. BMTS staff will continue to assist NYSDOT and local governments in trail development efforts as indicated in the BMTS Greenway Study. BMTS will continue to staff the Bicycle and Pedestrian Advisory Committee. This committee meets monthly to provide input and review BMTS plans and capital project designs. BMTS will work with the Broome and Tioga County Health Departments and local school

districts as requested. BMTS staff will research best practices for regulating electric vehicles on off-road trails and produce a planning study to implement a bike share program. This task also includes the completion of a feasibility study for a segment of the Two Rivers Greenway that commenced during the 3rd (Oct. - Dec.) quarter of the 2019-2020 UPWP. (Carryover project) This task also includes the initiation of a multimodal trail in the village and town of Windsor. (carryover project - not initiated during 2019-2020 UPWP as originally programmed)

- Budget: \$110,000 (consultant), \$62,017 (staff) FHWA PL [\$208,231]
- Schedule: Ongoing, monthly meetings. Bike share study - 1st (April - June) quarter. Off-road trail regulations - 3rd (Oct. - Dec.) quarter. Two Rivers Greenway trail segment feasibility study will be completed during the 1st (April - June) quarter and the Windsor trail feasibility study will be initiated during the 2nd quarter.

- 4. Coordinated Public Transit-Human Services Plan/Implementation.** The Coordinated Transportation Plan was completed in March of 2007, updated in 2013 and most recently updated in December of 2018. Staff will continue working to determine if there is a cost savings that can be realized by the current transportation providers sharing of services. Staff will continue participation with the advisory committee formed at the time of the initial study and the related activity of screening applications for FTA Section 5310 funds and evaluating use of Section 5307 and 5311 funds in relation to the Coordinated Transportation Plan recommendations. BMTS will also participate on a Mobility Management Planning Team to plan and carry out the Mobility Management Program.

- Budget: \$29,018 FTA §5303 [\$36,273]
- Schedule: Ongoing, bimonthly meetings

- 5. Regional Smart Growth and Sustainability Planning.** Assist local municipalities with implementing projects and activities related to goals and objectives in the long range plan related to the environment and resiliency. BMTS staff created a green infrastructure best practices pamphlet in December of 2018, and will help guide local municipalities on how to best incorporate green infrastructure into their transportation projects.

- Budget: \$5,000 FHWA-PL [\$6,053]
- Schedule: Ongoing

- 6. NYSDOT Regional Planning Assistance.** Provide assistance to NYSDOT Region 9 in regional comprehensive planning and travel forecasting, and other planning tasks where BMTS Central Staff's expertise in systems planning can be beneficial.

- Budget: \$5,000 FHWA-PL [\$6,053]
- Schedule: Ongoing

D. PLAN IMPLEMENTATION AND TRANSPORTATION SYSTEM MANAGEMENT

- 1. Local Traffic Engineering Assistance.** This longstanding program provides for professional traffic engineering assistance to local governments, including safety analyses, traffic operations studies, site development traffic impact review, and participation in the Binghamton Traffic Board, the Broome County Traffic Safety Board, and the NYSDOT Region 9 Site Impact Committee. BMTS staff will be

performing a sign inventory and MUTCD compliance review for the Village of Endicott.

- Budget: \$45,000 FHWA PL [\$54,474]
- Schedule: Ongoing as requested.

2. **NYS MPO Working Groups.** BMTS staff is represented on NYS working groups for safety, GIS, modeling, freight, transit, pedestrian and bicycle and climate change. Significant work has been accomplished by these groups through the sharing of information and completion of activities. BMTS staff will continue to have an active role with these groups through the NYSAMPO.

- Budget: \$4,550 FHWA PL [\$5,508] \$1,950 FTA \$5303 [\$2,438]
- Schedule: Ongoing

3. **Road Safety Assessments.** Performance of roadway safety assessments on arterial streets in the region provides beneficial information to municipal owners on potential safety improvements. It is the intent of this task to perform 1 to 2 assessments in the program year at locations identified by BMTS members. In addition, BMTS staff will identify locations for safety assessments based on high accident locations that have been calculated on the local road system.

- Budget: \$5,000 FHWA-PL [\$6,053]
- Schedule: Ongoing as requested

4. **ITS Regional Architecture Maintenance.** Plan will be updated as conditions change, and deployments occur.

- Budget: \$1,500 FHWA-PL [\$1,816]
- Schedule: As needed

5. **Transit Planning Assistance.** BMTS Staff will provide assistance to BC Transit with planning tasks where BMTS Central Staff's expertise can be benefit. BMTS will complete the bus stop improvement plan and sign design guide for BC Transit that was initiated during the 3rd (Oct. - Dec.) quarter of the 2019-2020 program (carryover project).

- Budget: \$15,000 (consultant) FHWA-PL [\$18,158], \$40,000 FTA \$5303 [\$50,000]
- Schedule: Ongoing as requested, bus stop improvement plan will be completed during the 2nd (July - Sept.) quarter.

6. **Transportation Planning Assistance.** BMTS Staff will provide assistance to local municipalities with planning tasks/studies where BMTS Central Staff's expertise can be beneficial. As requested, BMTS staff will provide planning/zoning assistance to local municipalities as planning and transportation are closely tied.

- Budget: \$19,212 FHWA-PL [\$23,257]
- Schedule: Ongoing as requested.

E. PROGRAM DEVELOPMENT AND MANAGEMENT

1. **Transportation Improvement Program.** The 2020-2024 Transportation Improvement Program was adopted in June 2019. This task will provide for oversight and monitoring of the current TIP and processing of any TIP amendments and support for quarterly TIP Subcommittee meetings that oversee program management issues.

The creation of the Annual Listing of Obligated Projects is also included under this task as required by federal legislation.

- Budget: \$14,419 FHWA PL [\$17,455], \$6,179 FTA §5303 [\$7,724]
- Schedule: Ongoing, annual list 3rd (Oct. – Dec.) quarter.

2. **Project Development Assistance.** Provides for BMTS staff participation in NYSDOT project development activities for urbanized area projects, primarily including scoping and preliminary design, and public outreach. This task also provides for BMTS staff assistance to local governments that are federal aid project sponsors.

- Budget: \$8,000 FHWA PL [\$9685]
- Schedule: Ongoing

IV. FTA §5303: STATUS AND REPROGRAMMING OF ACTIVE PREVIOUS GRANTS

The Federal Transit Administration grants provide funding for the tasks specified in the UPWP and remain active until all the work is completed and the funds expended, even if doing so extends into subsequent years. To provide a full picture of the work being undertaken by BMTS Central Staff, this section documents any FTA §5303 grants from previous years that are still active and will be reprogrammed in 2020-2021.

The report below represents a forecast of remaining balances and work to be completed beginning April 1, 2020.

Grant: NY-80-0028 - \$15,000 remaining

- A.1 General Administration.
\$1,821 will be reprogrammed for this task.

- C.1 Long Range Transportation Plan.
\$6,000 will be reprogrammed for this task

- D.2 NYS MPO Working Groups
\$1,000 will be reprogrammed for this task

- E.1 Transportation Improvement Program
\$6,179 will be reprogrammed for this task

Grant: NY-80-0029 - \$82,227 remaining

- A.1 General Administration.
\$32,277 will be reprogrammed for this task.

- B.3 Geographic Information Systems.
\$6,000 will be reprogrammed for this task.

- C.1 Long Range Transportation Plan.
\$3,000 will be reprogrammed for this task

- D.2 NYS MPO Working Groups
\$950 will be reprogrammed for this task

- D.5 Transit Planning Assistance
\$40,000 will be reprogrammed for this task

V. TASKS OF STATEWIDE SIGNIFICANCE

The New York State Department of Transportation receives funds from the Federal Highway Administration under the Statewide Planning and Research (SPR) program. NYSDOT has full authority to develop the SPR work program, selecting appropriate planning projects. When the project is in a metropolitan area, it is included for information on the MPO's UPWP.

SPR #	Project Title	Projected End Date	SPR Funding	Short Description
C-10-54	National Household Travel Survey (NHTS), Census Transportation Planning Program (CTPP), Intercity Travel (ATS) and Travel Patterns for NYS	September 2023	\$6,500,000	The goal of this project is to provide research and analysis of national data sets to highlight New York State data.
C-13-57	Highway Oversize/Overweight Credentialing System (HOOCs)	September 2021	\$5,000,000	The goal is to implement a Commercial Off-the-Shelf (COTS) HOOCs software solution and obtain the accompanying integration services necessary to fulfill NYSDOT's Central Permitting Bureau's business requirements.
C-14-53	Program & Project Management Software and Training	June 2020	\$2,295,397	The goal of this project is to provide support services for the ongoing configuration and implementation of a Department-wide enhanced and improved enterprise level program and project management system to facilitate improvements to the capital program delivery.
C-19-51	Short Count Traffic Count Program (2015-2019) / (2020-2024)	December 2024	\$33,309,707	The project goal is to provide for the collection of traffic data in NYSDOT Regions 1 through 11 (divided into Zones). This will be achieved by contracting for the collection of that data.
C-15-52	Statewide Planning, Policy & Technical Research Tasks in Support of ATDM (Active Transportation Demand Management)	June 2020	\$3,725,000	This project will progress and support specific task-order based assignments related to planning, policy, technical assistance, and research needs that may be inter-regional, or statewide in scope and aim to reduce congestion, energy consumption, greenhouse gas emissions, improve mobility, increase transportation efficiency through multimodal measures, and promote or foster a sustainable transportation system.

C-15-54	Bus Safety Inspection System (BusNET)	November 2020	\$2,300,000	The goal of this project is to replace the existing 25+ year old mainframe with a new modern server-based IT system.
C-16-51	Continuous Count Traffic Count Program Zone 1	June 2021	\$2,525,000	This initiative is the Continuous Count Traffic Count Program for Zone 1 with full performance-based maintenance and upgrade services in Zone 1 to provide better coverage, distribution, and differentiation by functional classification of roadway, geographic area, and seasonality of traffic patterns.
C-17-53	Pavement Condition Data Collection Services	December 2024	\$20,500,000	The goal of this project is to collect pavement condition data as necessary to comply with annual state and federal requirements and NYSDOT pavement management practices and to develop and maintain a system by which to track location, dimension and condition of other highway related assets.
C-17-56	Statewide Coordination of Metropolitan Planning Programs	March 2021	\$200,000	The goal of this project is to support and maintain the ongoing coordination of the metropolitan planning programs in NYS for statewide benefit; the ongoing collaboration of the fourteen (14) metropolitan planning organizations (MPOs); and the on-going coordination of metropolitan and statewide planning programs.
C-18-51	Statewide Analysis of All Horizontal Curves and Associated Curve Warning Signs	May 2020	\$2,000,000	The goal of this project is to determine sign changes required to meet 2009 Manual of Uniform Traffic Control Devices (MUTCD) requirements. The objective is to hire a consultant to collect information required to inform the design and construction steps necessary to bring horizontal curve warning signs into compliance with the 2009 MUTCD. These sign changes are expected to reduce accidents within horizontal curves on the New York State (NYS) highway system.

C-18-53	Probe Data: Floating Car (GPS-based)	August 2023	\$337,500	The goal of this project is to purchase floating car probe data to establish performance targets to assess travel reliability, congestion and emissions, and to perform other analyses and visualizations of road performance for both passenger cars and trucks. This data will be utilized by the Department and its fourteen-partner Metropolitan Planning Organizations (MPOs). Currently, the Federal Highway Administration provides (no fee) floating car probe data collected by INRIX as a single, consistent source of data for all states to utilize.
C-18-54	Statewide Small Culvert Inventory & Inspection System Improvements	December 2022	\$4,000,000	The goal of this project is to expand the number of small culverts contained within the Department's AgileAssets Maintenance Management System (MMS) to create a complete statewide inventory and inspection of small culverts. The consultant will go into the field to locate small culverts and collect data related to physical attributes and inventory and inspection information.
C-18-55	New York State Transportation Master Plan	September 2022	\$2,000,000	The goal of this project is to produce an updated, statewide long-range transportation plan to coordinate federal and state transportation planning activities.
C-18-57	BrM Implementation and Operations Support for Tunnel Inspections	September 2021	\$50,000	The goal of this project is to customize and implement Bridge Management software (BrM) for tunnel inspections and to support other bridge management functions.

There are also transportation planning and research tasks that can benefit many or all the metropolitan planning organizations in New York State. The fourteen MPOs in New York State and the New York State Department of Transportation have recognized the efficiency of pooling a portion of their Federal metropolitan planning funds to undertake these tasks. NYSDOT has agreed to support the program with SPR funds where appropriate to the task. The MPO Directors and the NYSDOT Policy and Planning Division and MPO Liaison collaborate to identify potential tasks, reach consensus on those that are proposed for the year, and develop a scope of work for each. In general, these projects are undertaken by a consultant under contract to one of the MPOs or NYSDOT.

ONGOING PROJECTS:

- **NYSAMPO Staff Support**

Objective: Provide administrative and technical support for NYSAMPO efforts, including working groups.

Cost: \$250,000 (\$150,000 FHWA PL and \$100,000 NYSDOT SPR)

Lead Agency: Capital District Transportation Committee

- **NYSAMPO Staff Training**

Objective: Provide relevant training and professional development opportunities for the staffs and member agencies of MPOs.

Cost: \$92,513 FHWA PL and \$20,923 FTA MPP/\$5,231 NYSDOT IKS

Lead Agency: Genesee Transportation Council

- **AMPO Dues**

Objective: Ensure that MPOs are aware of and considered in the development of national transportation policy.

Cost: \$42,897 FHWA PL

Lead Agency: Binghamton Metropolitan Transportation Study

TASK	BINGHAMTON METROPOLITAN TRANSPORTATION STUDY 2020-2021 UNIFIED PLANNING WORK PROGRAM																	
	FHWA-PL				FTA										AGENCY TOTALS			
	Central Staff (\$)	Local Match (IKS)	NYS DOT Match (IKS)	Program Total	Central Staff NY-80-0028	Local Match (IKS)	NYS DOT Match (IKS)	Central Staff NY-80-0029	Local Match (IKS)	NYS DOT Match (IKS)	Central Staff NY-80-0030	Local Match (IKS)	NYS DOT Match (IKS)	Program Total	Central Staff (\$)	Local Match (IKS)	NYS DOT Match (IKS)	Program Total
A. Administration	115,778	6,094	18,281	140,152	1,821	114	341	32,277	2,017	6,052	42,664	2,667	8,000	95,953	192,540	10,891	32,674	236,105
1 General Administration	114,000	6,000	18,000	138,000	1,821	114	341	32,277	2,017	6,052	41,902	2,619	7,857	95,000	190,000	10,750	32,250	233,000
2 Public Participation	1,778	94	281	2,152							762	48	143	953	2,540	141	424	3,105
B. Transportation Systems Monitoring and Information Mgmt.	238,933	12,575	37,726	289,235	0	0	0	6,000	375	1,125	12,000	750	2,250	22,500	256,933	13,700	41,101	311,735
1 Traffic Monitoring System	127,000	6,684	20,053	153,737										0	127,000	6,684	20,053	153,737
2 Transportation Infrastructure Monitoring System	10,000	526	1,579	12,105										0	10,000	526	1,579	12,105
3 Geographic Information Systems (GIS)	42,000	2,211	6,632	50,842				6,000	375	1,125	12,000	750	2,250	22,500	60,000	3,336	10,007	73,342
4 Binghamton Regional Travel Model Maintenance	59,933	3,154	9,463	72,550										0	59,933	3,154	9,463	72,550
C. Long Range Transportation Planning	298,017	15,685	47,055	360,757	6,000	375	1,125	3,000	188	563	29,018	1,814	5,441	47,523	336,035	18,061	54,184	408,280
1 Long Range Transportation Plan	96,000	5,053	15,158	116,211	6,000	375	1,125	3,000	188	563				11,250	105,000	5,615	16,845	127,461
2 Complete Street Policy Guidelines/Implementation	20,000	1,053	3,158	24,211										0	20,000	1,053	3,158	24,211
3 Pedestrian and Bicycle Planning	172,017	9,054	27,161	208,231										0	172,017	9,054	27,161	208,231
4 Coord. Public Transit/Human Services Plan Implementation				0							29,018	1,814	5,441	36,273	29,018	1,814	5,441	36,273
5 Regional Smart Growth and Sustainability Planning	5,000	263	789	6,053										0	5,000	263	789	6,053
6 NYSDOT Regional Planning Assistance	5,000	263	789	6,053										0	5,000	263	789	6,053
D. Short Range Planning/Special Issue Studies	90,262	4,751	14,252	109,265	1,000	63	188	40,950	2,559	7,678	0	0	0	52,438	132,212	7,373	22,118	161,702
1 Local Traffic Engineering Assistance	45,000	2,368	7,105	54,474										0	45,000	2,368	7,105	54,474
2 NYS MPO Working Groups	4,550	239	718	5,508	1,000	63	188	950	59	178				2,438	6,500	361	1,084	7,945
3 Road Safety Assessments	5,000	263	789	6,053										0	5,000	263	789	6,053
4 ITS Regional Architecture Update/Maintenance	1,500	79	237	1,816										0	1,500	79	237	1,816
5 Transit Planning Assistance	15,000	789	2,368	18,158				40,000	2,500	7,500				50,000	55,000	3,289	9,868	68,158
6 Transportation Planning Assistance	19,212	1,011	3,033	23,257										0	19,212	1,011	3,033	23,257
E. Project Programming and Development	22,420	1,180	3,540	27,140	6,179	386	1,159	0	0	0	0	0	0	7,724	28,599	1,566	4,699	34,864
1 Transportation Improvement Program	14,419	759	2,277	17,455	6,179	386	1,159							7,724	20,598	1,145	3,435	25,179
2 Project Development Assistance	8,000	421	1,263	9,685										0	8,000	421	1,263	9,685
TOTALS	\$765,410	\$40,285	\$120,854	\$926,549	\$15,000	\$938	\$2,813	\$82,227	\$5,139	\$15,418	\$83,682	\$5,230	\$15,690	\$226,136	946,319	51,591	154,774	1,152,684

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY
2020-2021 UNIFIED PLANNING WORK PROGRAM**

FHWA PL BUDGET

AUDITABLE BUDGET

ITEM	FEDERAL	LOCAL	STATE	TOTAL
4610 PERSONNEL	284,301	14,963	0	299,264
4620 FRINGE BENEFITS	119,406	6,285	0	125,691
4660 CONTRACTUAL	302,000	15,895	0	317,895
4680 INDIRECT COSTS	59,703	3,142	0	62,845
TOLL CREDITS			120,854	120,854
TOTAL	\$765,410	\$40,285	\$120,854	\$926,549

TASK BUDGET

ITEM	FEDERAL	LOCAL	STATE	TOTAL
0 ADMINISTRATION	115,778	6,094	0	121,872
10 MONITORING	238,933	12,575	0	251,508
20 LONG RANGE PLANNING	298,017	15,685	0	313,702
30 SHORT RANGE PLANNING	90,262	4,751	0	95,013
40 PROJECT PROGRAMMING	22,420	1,180	0	23,600
TOLL CREDITS			120,854	120,854
TOTAL	765,410	\$40,285	\$120,854	\$926,549

STATEWIDE & SHARED COST BUDGET

ITEM	FEDERAL	LOCAL	STATE	TOTAL
AMPO DUES	42,897	0	8,579	51,476
TOTAL	\$42,897	\$0	\$8,579	\$51,476

FEDERAL	\$808,307
STATE	\$129,434
LOCAL	\$40,285
TOTAL	\$978,025

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY
2020-2021 UNIFIED PLANNING WORK PROGRAM**

**FTA SECTION 5303 BUDGET
NY-80-0028 (ROLLOVER)**

AUDITABLE BUDGET

CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.20.01	PERSONNEL	9,203	575	1,726	11,504
44.20.02	FRINGE BENEFITS	3,865	242	725	4,831
44.20.06	CONTRACTUAL	0	0	0	0
44.20.08	INDIRECT COSTS	1,932	121	362	2,415
TOTAL		\$15,000	\$938	\$2,813	\$18,750

TASK BUDGET

CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.21.00	ADMINISTRATION	1,821	114	341	2,276
44.23.00	LONG RANGE PLANNING	6,000	375	1,125	7,500
44.24.00	SHORT RANGE PLANNING	1,000	63	188	1,250
44.25.00	TRANSPORTATION IMPROVEMENT PROGRAM	6,179	386	1,159	7,724
TOTAL		\$15,000	\$938	\$2,813	\$18,750

FEDERAL	\$15,000
STATE	\$2,813
LOCAL	\$938
TOTAL	\$18,750

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY
2020-2021 UNIFIED PLANNING WORK PROGRAM**

FTA SECTION 5303 BUDGET

NY-80-0029 (ROLLOVER)

AUDITABLE BUDGET

CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.20.01	PERSONNEL	50,446	3,153	9,459	63,058
44.20.02	FRINGE BENEFITS	21,187	1,324	3,973	26,484
44.20.06	CONTRACTUAL		0	0	0
44.20.08	INDIRECT COSTS	10,594	662	1,986	13,243
TOTAL		\$82,227	\$5,139	\$15,418	\$102,784

TASK BUDGET

CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.21.00	ADMINISTRATION	32,277	2,017	6,052	40,346
44.23.00	LONG RANGE PLANNING	3,000	188	563	3,750
44.24.00	SHORT RANGE PLANNING	46,950	2,934	8,803	58,688
TOTAL		\$82,227	\$5,139	\$15,418	\$102,784

FEDERAL	\$82,227
STATE	\$15,418
LOCAL	\$5,139
TOTAL	\$102,784

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY
2020-2021 UNIFIED PLANNING WORK PROGRAM**

2020-2021 UNIFIED PLA

FTA SECTION 5303 BUDGET

NY-80-0030 (NEW)

AUDITABLE BUDGET

CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.20.01	PERSONNEL	51,339	3,209	9,626	64,174
44.20.02	FRINGE BENEFITS	21,562	1,348	4,043	26,953
44.20.06	CONTRACTUAL		0	0	0
44.20.08	INDIRECT COSTS	10,781	674	2,021	13,476
TOTAL		\$83,682	\$5,230	\$15,690	\$104,603

TASK BUDGET

CLASS	ITEM	FEDERAL	LOCAL	STATE	TOTAL
44.21.00	ADMINISTRATION	42,664	2,667	8,000	53,330
44.23.00	LONG RANGE PLANNING	29,018	1,814	5,441	36,273
44.24.00	SHORT RANGE PLANNING	12,000	750	2,250	15,000
TOTAL		\$83,682	\$5,230	\$15,690	\$104,603

FEDERAL	\$83,682
STATE	\$15,690
LOCAL	\$5,230
TOTAL	\$104,603



2020-2021

April 1, 2020 – March 31, 2021

Central Staff
Staffing Plan

**BINGHAMTON METROPOLITAN TRANSPORTATION STUDY
CENTRAL STAFF**

2020-2021 STAFFING PLAN

A. OVERVIEW

The members of the Binghamton Metropolitan Transportation Study Policy Committee have agreed to a Resolution and Memorandum of Understanding to Establish Responsibilities and Cooperative Procedures of the Binghamton Metropolitan Transportation Study. This resolution confirms the designation of the BMTS Policy Committee as the Metropolitan Planning Organization responsible for the continuing, comprehensive, cooperative transportation planning process for the Binghamton Metropolitan Area. It further binds all signatories to the policies and procedures contained in the BMTS Unified Operations Plan (UOP). Among these is the establishment of a BMTS Central Staff to develop required transportation plans, programs, and policies; and the adoption of a Staffing Plan as a part of the annual Unified Planning Work Program.

As detailed in the UOP:

1. Requirement for Host Agency

The New York State Department of Transportation is the direct recipient of and administrator of Federal Highway Administration PL funds, and Federal Transit Administration §5303 funds. These are dedicated fund sources to support metropolitan planning activities. Because BMTS is not a corporate entity, it cannot contract with NYSDOT to be a sub-recipient of these funds to support Central Staff. BMTS must therefore rely on a host agency to do so. Broome County has fulfilled this role since April 1, 1981.

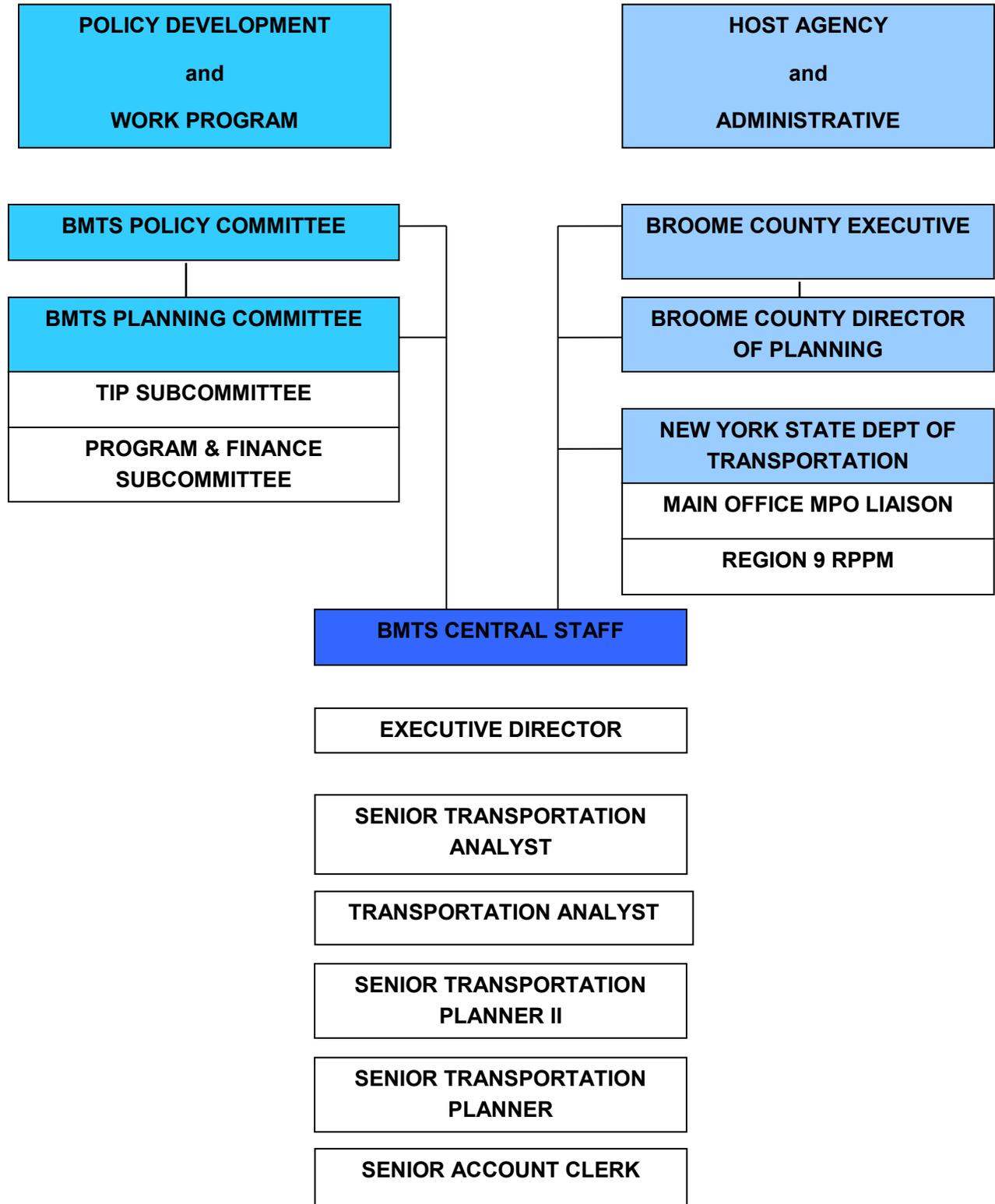
2. Role of the Host Agency

The role of the host agency is important, but strictly circumscribed. The relationship of Central Staff and the host agency shall be an administrative, rather than a reporting one. The primary responsibility of the host agency is to facilitate the accomplishment of that portion of the approved Unified Planning Work Program assigned to Central Staff. This is done through the implementation of the Staffing Plan, adopted by the Policy Committee with the UPWP; and through the provision of adequate office space and facilities for the Central Staff.

BMTS Unified Operations Plan, §II.D

Thus, while Central Staff is administered by Broome County, it reports on the accomplishment of UPWP tasks to the BMTS Policy Committee. This organizational structure is illustrated in the chart on the following page.

Binghamton Metropolitan Transportation Study Organizational Chart



B. JOB TITLES AND DESCRIPTIONS

TITLE: EXECUTIVE DIRECTOR OF BMTS CENTRAL STAFF

[DIRECTOR OF TRANSPORTATION PLANNING]

Grade: 26 [BAPA] (2020/2021 Salary Range: \$ 71,043 – \$78,437)

Responsible for the planning, organization and direction of BMTS Central Staff. Directs development of metropolitan transportation plans, programs, and policies. Supervises the Traffic Engineer, Transportation Analyst, Senior Transportation Planners, and Senior Account Clerk. Acts as direct liaison to the New York State Department of Transportation Regional Director, the Federal Highway Administration Division Office and Federal Transit Administration Regional Office on issues of metropolitan transportation planning. Reports to the BMTS Planning and Policy Committee. Administrative oversight provided by the Broome County Commissioner of Planning and Economic Development.

Duties include:

- ♦ Preparation of annual Unified Planning Work Program for review and approval by BMTS Policy Committee.
- ♦ Preparation of annual Federal grant budgets for review and approval by BMTS Policy Committee.
- ♦ Preparation of annual operating budget for review and approval by the Broome County Budget Office and Broome County Legislature.
- ♦ Planning, scheduling and assignment of work to staff; establishing work program priorities.
- ♦ Oversight of the accomplishment of Unified Planning Work Program tasks by staff to ensure adherence to objectives, policy, and guidelines.
- ♦ Oversight of and participation in the development of the biannual Transportation Improvement Program update.
- ♦ Oversight of and participation in the development of periodic updates to the long-range regional transportation plan.
- ♦ Preparation of recommendations to BMTS Planning and Policy Committees on metropolitan transportation plans, programs, and policies.
- ♦ Development and application of procedures and methods to identify and quantify metropolitan transportation system needs, including pavement and bridge infrastructure, safety, public transit, bicycle, and pedestrian modes.
- ♦ Design of transportation plans and studies, including scope of work, data collection and analysis, alternatives development and analysis, priority setting, and report writing.
- ♦ Supervision and performance of complex studies of multi- and inter-modal transportation plans and projects.
- ♦ Supervision of regional travel demand forecasting and modeling.
- ♦ Regular consultation with staff and elected officials of local, State, and Federal governments and regulatory authorities concerning transportation policies, plans, programs, and projects.
- ♦ Regular consultation with the general public per the BMTS Participation Plan to elicit their views of community development goals and transportation needs and priorities.
- ♦ Attendance at hearings, conferences, and meetings; including making presentations about transportation plans, studies, and issues.
- ♦ Direct oversight of the preparation of payroll reports, purchase requisitions, vouchers, and county accounts; and grant billings and financial reports.
- ♦ Certification that the BMTS program meets all Federal requirements.

Minimum Qualifications:

- ♦ Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in urban, regional, or transportation planning; civil engineering or transportation engineering; or a closely related field; and a minimum of five years experience in transportation planning, of which at least one must have been in a supervisory capacity; OR
- ♦ Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in urban, regional, or transportation planning; civil engineering or transportation engineering; or a closely related field; and a minimum of three years experience in transportation planning, of which at least one must have been in a supervisory capacity; OR
- ♦ Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in economics, public administration, geography, or government; or a closely related field; and a minimum of six years experience in transportation planning, of which at least one must have been in a supervisory capacity.

TITLE: TRANSPORTATION ANALYST [1 position]

Grade: 19 [CSEA] (2020/2021 Salary range: \$ 44,195 - \$48,794)

This position involves collecting and analyzing transportation and land use data. This position is also responsible for the analysis of traffic operations for existing and proposed roads, streets, and highways. This position may assist in the development, maintenance, and operation of computer models necessary for the performance of BMTS metropolitan transportation plans, including travel demand/traffic forecasting modeling, geographic information systems, and economic analysis. The work is performed under the administrative supervision of the Executive Director of BMTS Central Staff and other Senior staff.

Duties include:

- ♦ Operation of the Binghamton Regional Traffic Model to produce traffic forecasts necessary for the BMTS long range plan, and New York State Department of Transportation project development activities.
- ♦ Assist in the maintenance of the Binghamton Regional Traffic Model, including updating of baseline demographic and travel data, and periodic recalibration to ensure acceptable replication of travel behavior patterns.
- ♦ Participation in the development and updating of the BMTS long range metropolitan transportation plan, including data analysis, development and analysis of alternatives, and recommendation of preferred actions.
- ♦ Preparation of corridor and subarea studies, including analysis of congestion, travel demand management strategies, mode splits, and recommendations for corrective actions.
- ♦ Assist in the development, maintenance, and operation of a geographic information system that is compatible with the Binghamton Regional Traffic Model; Analyze accident statistics and recommend remedial measures;
- ♦ Analyze data to find means to improve transportation safety and minimize environmental impact
- ♦ Prepare traffic or usage estimates for proposed projects;
- ♦ Review of Draft Design Reports and similar project documents prepared by the New York State Department of Transportation concerning traffic forecasts and system wide impacts.
- ♦ Presentation of findings and recommendations to agency staff and/or officials of local, State, and Federal governments and authorities.

Minimum Qualifications:

- ♦ Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in transportation planning, transportation engineering, urban planning, geography, or closely related field which shall have involved the use of Geographic Information System software (GIS); OR
- ♦ Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in transportation planning, transportation engineering, urban planning, economics, geography, statistics or closely related field and one year of experience in transportation planning which shall have involved the use of Geographic Information System software (GIS); OR
- ♦ An equivalent combination of training and experience as defined by the limits above.

TITLE: SENIOR TRANSPORTATION ANALYST [1 position]

Grade: 24 [CSEA] (2020/2021 Salary range: \$ 57,090 - \$63,032)

This position is primarily responsible for development, maintenance, and operation of computer models necessary for the performance of BMTS metropolitan transportation plans, including travel demand/traffic forecasting modeling, geographic information systems, and economic analysis. The work is performed under the administrative supervision of the Executive Director of BMTS Central Staff. This position may oversee the work of subordinate staff.

Duties include:

- ♦ Operation of the Binghamton Regional Traffic Model to produce traffic forecasts necessary for the BMTS long range plan, and New York State Department of Transportation project development activities.
- ♦ Maintenance of the Binghamton Regional Traffic Model, including updating of baseline demographic and travel data, and periodic recalibration to ensure acceptable replication of travel behavior patterns.
- ♦ Participation in the development and updating of the BMTS long range metropolitan transportation plan, including data analysis, development and analysis of alternatives, and recommendation of preferred actions.
- ♦ Participation as requested by the U.S. Census Bureau in the development of census related transportation planning data products.
- ♦ Preparation of corridor and subarea studies, including analysis of congestion, travel demand management strategies, mode splits, and recommendations for corrective actions.
- ♦ Development, maintenance, and operation of a geographic information system that is compatible with the Binghamton Regional Traffic Model; participation in the development of a Broome County countywide GIS.
- ♦ Performance of economic analysis of proposed metropolitan area transportation system improvements, including modeling the highway user benefits.
- ♦ Advising on the enhancement of computer hardware and software required to perform these tasks.
- ♦ Review of Draft Design Reports and similar project documents prepared by the New York State Department of Transportation concerning traffic forecasts and system wide impacts.
- ♦ Presentation of findings and recommendations to agency staff and/or officials of local, State, and Federal governments and authorities.

Minimum Qualifications:

- ♦ Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree in transportation planning, transportation engineering or closely related field and two years of transportation planning experience which shall have involved travel forecasting, operating a computer-based travel demand model and the use of Geographic Information System software (GIS); OR
- ♦ Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in transportation planning, transportation engineering, urban planning, economics, geography, statistics or closely related field and four years of experience in transportation planning which shall have involved travel forecasting, operating a computer-based travel demand model and the use of Geographic Information System software (GIS); OR
- ♦ An equivalent combination of training and experience as defined by the limits above.

TITLE: SENIOR TRANSPORTATION PLANNER [1 position]
Grade: 21 [CSEA] (2020/2021 Salary Range: \$48,931- \$54,024)

This position is responsible for much of the primary planning functions of BMTS, especially those across the range of modes of transportation. The position develops plans for transit, freight, bicycle, and pedestrian movement. The position also leads corridor and subarea studies, utilizing the expertise of the traffic engineer and senior transportation analyst, and is a participant in the periodic update of the BMTS long range transportation plan

Duties include:

- ♦ Preparation of transportation planning reports.
- ♦ Performance of research and data collection as necessary to prepare assigned reports.
- ♦ Participation in the data collection and maintenance phases of the BMTS Transportation Infrastructure Management System.
- ♦ Participation in the development and periodic updating of the Transit Plan of the BMTS long range metropolitan transportation plan, including operational and financial forecasts of transit operations and recommendations on policy issues.
- ♦ Collection of operating and financial statistics from the Broome and Tioga Counties public transit systems.
- ♦ Participation in the NYSDOT Region 9 Site Impact Review Committee.
- ♦ Participation, with staff of the Broome County Department of Public Transportation in the development of the Transit Element of the Federal Aid Transportation Improvement Program.
- ♦ Participation in the planning and implementation activities related to the Pedestrian and Bicycle Plan of the BMTS long range plan.
- ♦ Collection of demographic data used in the BMTS long range metropolitan transportation plan.

Minimum Qualifications:

- ♦ Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in urban, regional, or transportation planning; civil engineering or transportation engineering; or a closely related field; and a minimum of two years experience in transportation planning or modeling; OR
- ♦ Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in urban, regional, or transportation planning; civil engineering or transportation engineering; or a closely related field; OR
- ♦ An equivalent combination of training and experience as defined by the limits of A) and B) above.

TITLE: SENIOR TRANSPORTATION PLANNER II [1 position]

Grade: 23 [CSEA] (2020/2021 Salary Range: \$ 54,206 - \$59,847)

These positions are responsible for much of the primary planning functions of BMTS, especially those across the range of modes of transportation. They develop plans for transit, freight, bicycle, and pedestrian movement. They lead corridor and subarea studies, utilizing the expertise of the traffic engineer and transportation analyst, and are key participants in the periodic update of the BMTS long range transportation plan.

Duties include:

- ♦ Preparation of transportation planning reports.
- ♦ Performance of research and data collection as necessary to prepare assigned reports.
- ♦ Participation in the data collection and maintenance phases of the BMTS Transportation Infrastructure Management System.
- ♦ Participation in the development and periodic updating of the Transit Plan of the BMTS long range metropolitan transportation plan, including operational and financial forecasts of transit operations and recommendations on policy issues.
- ♦ Make information and plan presentations before community organizations, institutions and other groups.
- ♦ Collection of operating and financial statistics from the Broome and Tioga Counties public transit systems.
- ♦ Participation in the NYSDOT Region 9 Site Impact Review Committee.
- ♦ Participation, with staff of the Broome County Department of Public Transportation in the development of the Transit Element of the Federal Aid Transportation Improvement Program.
- ♦ Participation in the planning and implementation activities related to the Pedestrian and Bicycle Plan of the BMTS long range plan.
- ♦ Staff liaison to the BMTS Pedestrian and Bicycle Advisory Committee.
- ♦ Collection of demographic data used in the BMTS long range metropolitan transportation plan.

Minimum Qualifications:

- ♦ Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in urban, regional, or transportation planning; civil engineering or transportation engineering; or a closely related field; and a minimum of five years experience in transportation planning; OR
- ♦ Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in urban, regional, or transportation planning; civil engineering or transportation engineering; or a closely related field; and a minimum of three years experience in transportation planning; OR
- ♦ An equivalent combination of training and experience as defined by the limits of A) and B) above.

TITLE: SENIOR ACCOUNT CLERK [PART-TIME]

Grade: 9 (CSEA) (2020/2021 Salary range: \$26,780 - \$29,568)

Primary responsibilities of this position include clerical duties, including maintaining grant and related financial records; and receptionist duties. The work is performed under the direct supervision of the Director of BMTS Central Staff. The position is part-time (19.75 hours/week).

Duties include:

- ♦ Preparation of payroll reports based on staff timesheets.
- ♦ Preparation of purchase requisitions and claim vouchers; verifies eligibility of payment and accuracy of information; verifies all codes and calculations on documents.
- ♦ Maintenance of cash disbursements and cash receipts ledgers, including posting.
- ♦ Reconciliation of ledgers to Broome County ERP accounts on a monthly basis.
- ♦ Preparation of quarterly Federal grant claims for review by Director; submission of approved claims for payment.
- ♦ Preparation of annual Federal grant reconciliation and closeout for review by Director.
- ♦ Preparation of quarterly progress reports for grant agencies.
- ♦ Preparation of correspondence, reports, forms.
- ♦ Maintenance of mailing lists and production of mailing labels.
- ♦ Maintenance of files of all financial records
- ♦ Maintenance of files of BMTS documents
- ♦ Answering telephone and greeting visitors.

Minimum Qualifications:

- ♦ Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree or higher in accounting, business, or a closely related field; OR
- ♦ Completion of 60 credit hours at a New York State registered or regionally accredited college or university which must have included at least twelve credit hours in accounting or bookkeeping; OR
- ♦ Graduation from high school or possession of a high school equivalency diploma and two years of experience maintaining financial accounts and records; OR
- ♦ An equivalent combination of training and experience.

*** (Salary Ranges represent minimum salary of the grades.)**

C. FINANCIAL CERTIFICATION

Adoption of the Staffing Plan is contingent upon certification of the availability of adequate Federal Highway Administration PL funds and Federal Transit Administration §5303 funds to support salaries, fringe benefits, and overhead expense. Personal service costs are based on contractual agreements, all of which are in place through December 2019. New contract negotiations are underway with Broome County unions that will control staff salary increases for 2020 and several years into the future. Fringe benefit expense is based on the Broome County 2020 budget preparation instructions, with projected increases for the first quarter of 2021.

Statement of available funds:

FTA §5303	2020 - 2021 Allocation (FTA X030)	\$83,682
	Unexpended balance (FTA029) (estimated as of 01/14/20)	\$82,227
	Unexpended balance (FTA028) (estimated as of 01/14/20)	\$15,000
	TOTAL §5303 AVAILABLE	\$180,909
FHWA PL	2020 -2021 Allocation (Includes \$40,488 AMPO Dues pass through)	\$507,417
	Unexpended balance from 2019-2020 (estimated as of 1/14/20)	\$300,890
	TOTAL FHWA-PL AVAILABLE	\$808,307
TOTAL FUNDS AVAILABLE FOR PROGRAMMING		\$989,216
TOTAL FUNDS PROGRAMMED, 2020-2021 UPWP		\$ 989,216 (includes pass- through AMPO dues)
Estimated Unprogrammed Funds		\$0

BMTS Policy Committee

Michael Marinaccio, Chair	Supervisor, Town of Dickinson
Michael Roberts, Vice-Chair	Legislature, Tioga County
Jason Garnar	County Executive, Broome County
Richard David	Mayor, City of Binghamton
Linda Jackson	Mayor, Village of Endicott
Gregory Deemie	Mayor, Village of Johnson City
Mike Baratta	Mayor, Village of Owego
Jo Anne Klenovic	Supervisor, Town of Chenango
Gordon Kniffen	Supervisor, Town of Kirkwood
Donald Castellucci, Jr.	Supervisor, Town of Owego
Rick Materese	Supervisor, Town of Union
John Schaffer	Supervisor, Town of Vestal
Nick Choubah	Regional Director, New York State Dept. of Transportation Region 9
Donna Howell	Regional Director, New York State Dept. of Economic Development
Jennifer Gregory	Director, Southern Tier East Regional Planning Development Board

BMTS Planning Committee

Robert Bennett, P.E., Chair	Village of Johnson City, Director of Public Services
Vern Myers, P.E., Vice-Chair	Town of Vestal, Engineer
Frank Evangelisti	Broome County, Director of Planning and Economic Development
Leslie Boulton, P.E.	Broome County, Commissioner of Public Works
Gregory Kilmer	Broome County, Commissioner of Public Transportation
Elaine Jardine	Tioga County, Planning Director
Gary Hammond, P.E.	Tioga County, Commissioner of Public Works
John Paddock	City of Binghamton, Commissioner of Public Works
Ray Standish, P.E.	City of Binghamton, Engineer
Cameron Williams	Village of Endicott, Engineering
Alexander Urda, P.E.	Town of Chenango, Engineer
Brian Coddington	Town of Conklin, Highway Superintendent
Ron Lake, P.E.	Town of Dickinson, Engineer
Vacant	Town of Owego, Planning and Zoning Administrator
Louis Caforio	Town of Union, Commissioner of Public Works
Pamela Eshbaugh, P.E.	NYSDOT Region 9, Planning and Program Manager

BMTS Central Staff

Executive Director	Jennifer Yonkoski, PTP
Senior Transportation Analyst	John Sterbentz, PTP
Transportation Analyst	Ashley Seyfried
Senior Transportation Planner II	Scott Reigle, PTP
Senior Transportation Planner	Leigh McCullen
Traffic Engineer	Cyndi Paddick
Senior Account Clerk	Shoba Agneshwar